



DEPARTMENT OF PLANNING AND BUILDING

LAYOUT PLAT

SUBMITTAL PACKET

(January 2008)

All submittals to the Madison Planning Commission for the consideration of a layout subdivision plat must be delivered to the Secretary of the Planning Commission who is located in the Department of Planning & Building no later than **30 CALENDAR DAYS** prior to Planning Commission meeting at which the plat is to be considered

The applicant should submit **NINE (9) SETS** of the proposed layout subdivision plat. The submittal will be reviewed by members of the Technical Review Committee, and recommended changes reported to the applicant no less than **THIRTEEN (13) CALENDAR DAYS** prior to the Planning Commission meeting at which the plat is to be considered.

The applicant will have **EIGHT (8) CALENDAR DAYS** prior to the Planning Commission meeting to make all changes requested by the Technical Review Committee and provide the Secretary of the Planning Commission with **FIFTEEN (15)** corrected copies of the layout plat or provide a written refusal to make such changes and the reason for such refusal.

Please use the attached checklist and application to make sure that your subdivision submission to the City of Madison is complete. Please fill in the forms in their entirety, and place checkmarks by each completed item on the checklist.

The application and checklist must be completed and turned in with your submission to the Planning Commission. We *will not* accept your submission without it.

If any item on the checklist is omitted, your application may be removed from the Planning Commission's agenda, as provided in Section 4-3-3 of the City of Madison Subdivision Regulations. However, if you omit an item intentionally because it does not apply to your particular subdivision, please attach a complete explanation justifying the omission.

For a complete explanation of each item, please see the City of Madison Subdivision Regulations, which can be found on line at:

<http://www.madisonal.gov/docs/subregchangesfinal2006.pdf>



City of Madison
Madison Planning Commission
100 Hughes Road
Madison Alabama 35758
(256) 464-8427

Application for Layout Plat Approval

For Office Use Only

Application Received _____

Staff Initials _____

(A) Plat Information

Name of Plat: _____

Acreage _____

Number of Lots _____

(All plat names must be approved by the Department of Planning & Building)

(B) Applicant Information

Name(s): _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

(C) Property Owner Information (if different from above)

Name(s): _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

(D) Engineering Firm

Name: _____
Contact Person: _____
Telephone: _____ Fax: _____
E-mail Address: _____

(E) Property Information

Parcel Number(s): _____
Describe Location: _____

_____, _____, _____
Applicant(s) Signature Print Name Date

_____, _____, _____
Property Owner(s) Signature Print Name Date

_____, _____, _____
Property Owner(s) Signature Print Name Date

_____, _____, _____
Property Owner(s) Signature Print Name Date

(Do Not write in this space-For Office use only)

Date set of Layout Plat meeting _____

Recommendation of the Planning Commission

☐ **Denied**

☐ **Approved**

☐ **Approved with Modifications**

_____, _____
Chairman Madison Planning Commission

Date



LAYOUT PLAT SUBMITTAL CHECKLIST

As per Section 4-3-3 of the City of Madison Subdivision Regulations, the Director of Planning and Building shall refuse to review any plat submitted for approval, and shall refuse to place said plat on the agenda of the Planning Commission, unless the plat and all accompanying information are complete and all information called for in the Subdivision Regulations has been submitted by the established deadline for submittals.

Any appeal of the decision of the Director shall be to the Chairman of the Planning Commission, whose decision may be appealed to the whole Planning Commission at a regularly scheduled and advertised meeting. The Planning Commission's determination shall be the final administrative determination on the matter.

General Information

Development Name _____

Development Type _____

Zoning _____

Acres _____

Lots _____

Smallest lot size _____

Waiver(s) requested _____

Submission of Layout Plat

☐ Submit nine (9) copies of the proposed layout plat.

☐ Digital submittal *.pdf and AutoCAD format.vc. This is to be submitted with corrected drawings (contact Keith Conville, Madison Engineering Department at (256) 772-5629 or keith.conville@madisonal.gov)

☐ Vicinity map should be from a copy of the official zoning map for the City of Madison (contact Keith Conville, Madison Engineering Department at (256) 772-5629 or keith.conville@madisonal.gov)

☐ Receipts for certified mail postmarked no less than 7 calendar days prior to the public hearing. Any applicant that does not submit postmarked receipts with corrected drawings will not be placed on the Planning Commission agenda. Please contact Gina Guffey at (256) 464-8427 or gina.guffey@madisonal.gov for text of public hearing notice.

☐ Certified domestic return receipts (green cards) must indicate which project they are being sent for and should have a return address of:

City of Madison
Planning Division
100 Hughes Road
Madison, AL 35758

☐ Site assessment (see separate sheet. For details contact Greg Bates, Madison Engineering Department at 256-772-5696 or greg.bates@madisonal.gov)

Layout Plat Requirements:

☐ Boundary lines of the subdivision.

☐ Topography at five (5) foot contour intervals or less for subdivisions within the city.

☐ Location of existing and proposed improvements within two hundred (200) feet of the boundary of the proposed subdivision.

☐ Approximate locations and widths of all existing and proposed rights-of-way.

☐ Approximate locations and dimensions of all proposed lots.

☐ Approximate locations of all parcels of land to be set aside for parks or other use by property owners in the proposed subdivision.

☐ Name of the proposed subdivision and of any adjoining subdivisions.

☐ Approximate location of adjoining property lines or subdivision boundaries, and names of adjoining property owners or subdivisions.

☐ Approximate tie points to an accepted corner based upon the U.S. Government Public Lands Survey System which shall show the relationship to the Huntsville Meridian (include reference to deed book and page or applicable plat book and page).

☐ The following certificate:

The attached Layout Plat has been reviewed by the City Engineer for the City of Madison, Alabama.

Date

City Engineer
City of Madison, Alabama

Site Assessment Requirements for Layout or Preliminary Subdivision Plat

A. Site Assessment Map.

☐ To be at the same size and scale and contain the same information as the Sketch Plat.

☐ Approximate location, and indication of size and condition, of all natural hazards and sensitive environmental features found within the boundaries of the study area including but not limited to:

- Geologic formations
- Soil Classifications
- Colluvium
- Bluffs
- Sinkholes
- Caves
- Solution features
- Landslides (inactive and active)
- Lineaments
- Springs
- Seeps
- Streams (perennial, intermittent and wet weather)
- Wetlands
- Ground water recharge points
- Endangered or threatened species habitats as determined by the Planning, Engineering and Building Department based on U.S. Fish and Wildlife Service documents.

☐ Approximate location, and indication of size and condition, of man-made hazards and features found within the boundaries of the study area including but not limited to:

- Evidence of recent or ancient mining or quarry operations (above ground and under ground)
- Spoils areas
- Dump sites
- Existing fill and excavation
- Existing drainage retention or detention areas
- Wells
- Storage tanks (above ground and underground)
- Historical and archeological features

B. Site Assessment Report.

The Site Assessment Report shall include but not be limited to a written text and illustrations clearly describing:

- ☐ Names and qualifications of all site assessment investigators.
- ☐ Methods used in site assessment.
- ☐ Findings for all features noted on the Site Assessment Map or otherwise required for site assessment, including where appropriate, itemized descriptive lists of features identified on map, illustrations and photographs.
- ☐ Professional conclusions as to how the findings will impact the proposed improvements.
- ☐ Recommendations for mitigating all located and described on-site hazards and sensitive environmental features.
- ☐ The following certification:

I, _____, the engineer of record do hereby certify that the information shown hereon is complete and correct and in compliance with all applicable regulations of the City of Madison, Alabama to the best of my knowledge.

DATE

Engineer of Record

C. Geotechnical Investigation and Testing Plan.

Where construction is proposed on lands or portions of land where colluviums, evidence of mine operations, Pennington, Pride or shaley UpperBangor formations, dump sites or existing fill and excavation is present as indicated on

the Site Assessment Map or when in the professional opinion of the geotechnical engineer of record, geotechnical testing should be performed, a "Geotechnical Investigation and Testing Plan" shall be submitted containing the following:

☐ To be at the same size and scale and contain the same information as the Sketch Plat.

☐ Approximate location and description of all applicable subsurface explorations and tests including the location and description of any additional subsurface explorations and tests deemed necessary by the engineer of record

☐ Approximate location and dimension of all proposed access routes to be used in performing subsurface explorations including a clear description of all proposed clearing and grading necessary to accommodate said access. In no case shall clearing limits for testing access routes exceed fifteen feet in width.

☐ Location and description of all proposed erosion and sedimentation control measures to be installed prior to and maintained throughout the investigation and testing performance.

☐ Location and description of all proposed measures to be taken to repair all areas disturbed during investigation and testing performance.

☐ The following certification:

I, _____, the engineer of record, do hereby certify that the information shown hereon is complete and correct and in compliance with all applicable regulations of the City of Madison, Alabama to the best of my knowledge.

Date

Engineer of Record

I hereby certify that all of the above information has been submitted for review by City staff, except as indicated. I have listed all information which was not submitted, if any, and reasons therefor on a separate sheet.

Engineer/Surveyor/Architect

Engineering/Surveying/Architectural Firm

Date